



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: OFMA-07-007 (KS) (MPP)

JOB TITLE: Budget and Procurement Specialist, GS-501-7/9

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the Armed Forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 01/19/07

CLOSING DATE: 02/01/07 (Applications must be received by 5:00 p.m. EST)

PROMOTION POTENTIAL GS-11

STARTING SALARY: GS-07, \$37,640 pa; GS-09, \$46,041

Budget & Procurement Specialist, GS-501- 7/9, (1 position), Court Services & Offender Supervision Agency (CSOSA), Management & Administration, Office of Facilities, Washington, DC.

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

DUTIES: The incumbent assists the Director to formulate, prepare, review, analyze and consolidate facilities' budget and operating plans. Manages internal financial reporting activities; reviews overall program within Facilities and documents the budget and financial status of the Office as a whole. Advises the Director on all matters concerning administrative management, budgeting, accounting, procurement, asset management and internal controls. Monitors expenditures against Facilities operating budget. Reviews and analyzes financial reports to identify cases where reprogramming is needed. Under close supervision of the Supervisor, acts as Contracting Officer Technical Representative (COTR) for assigned contracts for which Facilities has responsibility and provides advice and assistance to other COTR's and project managers on the availability of required funding for their programs. Performs a variety of administrative support task in support of management in the areas of human resources, building management, fleet management and asset management.

QUALIFICATIONS: For the GS-7, Applicants must have superior academic achievement (S.A.A.). S.A.A. is based on (1) **Class Standing** – Applicants must be in the upper third of the graduating class in a college or university; (2) Grade Point Average (GPA) – Applicants must have a grade-point average of: (a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4

years of education, or as computed based on course completed during the final 2 years of the curriculum; OR (b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum OR one year of graduate level education, OR one year of specialized experience equivalent to GS-5. For the GS-9, Applicants must have a master's or equivalent graduate degree OR 2 full years of progressively higher level graduated education leading to such a degree OR 1 year of specialized experience equivalent to the next lower grade. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Specialized experience for the GS-07 level is experience in coordinating, monitoring and managing Facilities information and systems that deal with budget, financial planning and procurement for a variety of items ranging for small purchases to more complicated procurements; reviewing and analyzing financial reports and Contracting Officer Technical Representative (COTR) experience. In addition, specialized experience in conducting asset reviews, analyzing resource needs, maintaining performance data and preparing reports to reflect funding status. Specialized experience for the GS-09 level is experience in consulting with the supervisor, developing and administering a system for determining operational requirements. Monitoring financial obligations for contract services, equipment, vehicles, supplies and materials. In conjunction with supervisor, works with planning staff to determine program priorities and resultant budget priorities. Collects budget related information for the agency directorate, including short and long term needs information. Recommends priorities for action to the Director based on strategic goals of the organization.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, training and/or education. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 1 Knowledge of a variety of administration regulations covering simplified acquisitions purchasing, and budgeting.
2. Ability to develop budget justifications to communicate guidance, policies, and procedures.
3. Knowledge of generally accepted accounting principles and Federal Acquisition Regulations .
4. Skill in using personal computers and financial systems software

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the

KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EST on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz on (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EST on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.